

A yellow Volkswagen van is driving away from the viewer on a two-lane asphalt road that stretches into the distance. The van has a white roof rack with a blue and white surfboard or kayak mounted on it. The license plate area says "EXPLORE". The background features large, rugged red rock formations under a blue sky with scattered white clouds. The overall scene is a desert landscape.

E-rate Form 470 for Category One Funding Year 2020

**HOP IN - YOUR E-RATE
ADVENTURE STARTS HERE!**

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Kentucky Department for
Libraries & Archives
October 17, 2019

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DISCLAIMERS



- This presentation represents my unofficial interpretation of the Federal Communication Commission's E-rate rules and regulations. Official guidance can come only from the FCC and the Universal Service Administrative Company (USAC), the nonprofit that handles daily administration of E-rate and other Universal Service programs.
- USAC may update the application portal or the procedures after today's presentation. What I present is correct to the best of my knowledge at the time of the presentation.

FUNDING YEARS & IMPORTANT DATES








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E-RATE FUNDING YEARS

Download latest chart from KDLA E-rate page:

<https://kdla.ky.gov/librarians/programs/e-rate/Pages/Funding-Years.aspx>

E-rate Funding Years – Dates to Remember

| KDLA E-rate support: Lauren Abner lauren.abner@ky.gov or 502-564-1728 | Application Process | | | Recurring Services | | Non-Recurring Services | | |
|--|---|--|--|--|--|---|--|------------------|
| | Form 470 – Competitive Bidding  | Form 471 – Application to Request Discounts  | Form 486 – Service Start Date + CIPA Certification  | Service Dates for Category One or Two  | Invoicing Deadline (BEAR/472)  | Service Dates for Category Two Purchase/Installation  | Invoicing Deadline (BEAR/472)  | |
| | Funding Year 2018 (FY 2018-19) | Closed | Closed | 120 days from: FCDL or Service Start Date (whichever is later) | July 1, 2018 to June 30, 2019 | October 28, 2019 | April 1, 2018 to Sept. 30, 2019 | January 28, 2020 |
| | Funding Year 2019 (FY 2019-20) | Closed | Closed | 120 days from: FCDL or Service Start Date (whichever is later) | July 1, 2019 to June 30, 2020 | October 28, 2020 | April 1, 2019 to Sept. 30, 2020 | January 28, 2021 |
| | Funding Year 2020 (FY 2020-21) | July 1, 2019 to February 2020 Estimated dates to open bidding | Mid-January to Mid-March 2020 Estimated Form 471 filing window | 120 days from: FCDL or Service Start Date (whichever is later) | July 1, 2020 to June 30, 2021 | October 28, 2021 | April 1, 2020 to Sept. 30, 2021 **See note below | January 28, 2022 |
| Notes | Most libraries open competitive bidding each year and must wait at least 28 calendar days to select vendor(s). | All libraries must file the Form 471 every year to receive a funding commitment. | All libraries must file the Form 486 to release funding for invoicing; FCDL = Funding Commitment Decision Letter | Both Category One and Two services may be recurring (ex: monthly internet) | May request one 120-day extension by the deadline | Non-recurring = one-time purchases such as network equipment | May request one 120-day extension by the deadline | |

****The Federal Communications Commission has not yet released an order to clarify how Category Two funding will be handled in Funding Year 2020 and beyond.**

TIMELINE FOR FY 2020

- **Competitive Bidding for FY 2020 services**
 - Opened July 1, 2019 (Form 470 released)
 - Last date to open competitive bidding: February 20, 2020 (*projected – date not finalized*)
- **When Services Will Happen for FY 2020**
 - Recurring Services: July 1, 2020 to June 30, 2021
 - Includes: Category One monthly internet access or transport services; Category Two basic maintenance of eligible equipment)
 - Non-recurring Services: April 1, 2020 to September 30, 2021
 - One-time Category Two purchase/installation

TIME TO UPDATE PROFILES

The 'administrative window' to update entity profiles will remain open until the Form 471 filing window begins.

- **Has a branch's address, phone #, or square footage changed?**
 - Update information in the [E-rate Productivity Center](#)
 - If the square footage will change before September 30, 2021 due to construction, make sure you have documentation to verify the new square footage before the Form 471 for Category Two is filed.
- **Are you opening or closing branches during FY 2020?**
 - Obtain entity numbers for new branches
 - Consider permanently canceling entity numbers for closed branches once all E-rate invoicing for that branch has been completed.

E-RATE ELIGIBLE SERVICES LIST

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THE ELIGIBLE SERVICES LIST

- The full E-rate Eligible Services List can be downloaded from the USAC website:
<http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>
- Eligible services are separated into two broad categories:
 - Category One: Connectivity to the Building
 - Category Two: Connectivity to the Device

Draft Funding Year 2020 Eligible Services List released August 2, 2019:

<https://ecfsapi.fcc.gov/file/0802706006732/DA-19-738A1.pdf>

CATEGORY ONE

- **Data Transmission Services & Internet Access**
 - **Monthly Internet service for branch buildings, including installation** – lines/circuits can be fiber or non-fiber (coax cable, DSL, etc.)
 - Fees for static IP addresses are eligible as part of your library's internet access
 - Fees for “basic termination equipment, such as a cable modem, CSU/DSU, network interface device, or copper-to-fiber converter” may be eligible as part of your library's internet access. See USAC's [On-Premise Category One Equipment page](#).
 - Fees for router from the internet service provider may be eligible under Category One in limited circumstances. See USAC's [On-Premise Category One Equipment page](#) & Q9 of [FAQs: Eligible Fiber Services](#)
 - **Leased data lines (T1, lit fiber, dark fiber, etc.)**
 - **Cellular data (hotspot service) for bookmobile only**
 - **Self-provisioned broadband networks (owned/operated by applicant)**
 - **Network Equipment required to make data transmission and/or internet access functional (ex: modulating electronics)**

**Recurring service dates for
Funding Year 2020:
July 1, 2020 to June 30, 2021**

**No budget limit on
Category One requests**

CATEGORY TWO- IC

Internal Connections

- Antenna, connectors, & related components
- Cabling
- Switches
- Routers
- Access points
- Wireless controller systems
- Firewalls**
- UPS (Uninterruptible Power Supply)**
- Racks**
- Caching services or equipment
- Software supporting components on the list used to distribute broadband through the library – ex: licenses for access points

**Some restrictions apply

If your library leases a router from your internet service provider, then bid for Category Two Internal Connections for Function: Router.

More flexibility – equipment can be installed as soon as April 1, 2020 or as late as September 30, 2021.

These eligible functions can be virtualized in the cloud or combined in equipment (like routing and switching).

CATEGORY TWO – BMIC & MIBS

Basic Maintenance of Internal Connections

- Repair and upkeep of eligible hardware (even if not purchased through E-rate)
- Wire and cable maintenance
- Configuration changes
- Basic technical support including online and telephone based technical support
- Software upgrades and patches including bug fixes and security patches

Managed Internal Broadband Services (MIBS)

- 3rd party operation, management, and monitoring of eligible broadband internal connections (ex: managed Wi-Fi)



Funds for Learning has a good explanation of [Basic Maintenance of Internal Connections \(BMIC\)](#).

MISCELLANEOUS

May fall under Category One or Two:

- Some taxes, surcharges, and other similar, reasonable charges
 - Federal Access Recovery Charge on internet invoices – permissible charge for use of a local carriers network; not all ISPs charge this
 - USF fees on internet invoices - “customer charges for universal service fees, but do not include additional charges for universal service administration”
- Rental or lease fees for eligible components
- Shipping
- Training – only for new equipment purchased with Cat2 funds
- Installation and configuration
 - May be performed by a 3rd party rather than the vendor who sold the equipment

DUPLICATIVE SERVICES

Caution – E-rate does **not** provide discounts for services that are considered duplicative. Example: internet access that is used as backup, redundancy, failover, etc.

If the connections serve different populations (internet for public, internet for staff), they may be considered E-rate eligible.

§22 of the [Second Report and Order and Further Notice of Proposed Rulemaking for the E-rate program](#) addresses duplicative services:

*“Funding of Duplicative Services In the Universal Service Order, the Commission indicated that an applicant’s request for discounts should be based on the reasonable needs and resources of the applicant, and bids for services should be evaluated based on cost-effectiveness. Pursuant to this requirement, the Administrator has denied discounts for duplicative services. **Duplicative services are services that deliver the same functionality to the same population in the same location during the same period of time.** We emphasize that **requests for discounts for duplicative services will be rejected** on the basis that such applications cannot demonstrate, as required by our rules, that that they are reasonable or cost effective.” **[emphasis mine]***

CIPA COMPLIANCE



Children's Internet Protection Act (CIPA) compliance:

- Necessary if requesting E-rate discounts for Internet Access or any Category Two products & services
 - Exception: CIPA compliance not required when requesting Telecommunications services only (ex: transport only for WAN circuit between library branches)
- 3 elements of compliance:
 - Technology Protection Measure (filter)
 - Internet Safety Policy
 - Public Meeting prior to adopting Internet Safety Policy
- View archived training from KDLA – check E-rate section:
<https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx>

SPECIAL NOTES ON VOICE SERVICE

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VOICE SERVICES – NO LONGER E-RATE ELIGIBLE

- E-rate discounts for voice service were eliminated for Funding Year 2019 and forward due to the [FCC's E-rate Modernization Order](#) (see note on 'Phasing Down and Ending Support for Legacy Services').
- The voice service phasedown also eliminated discounts for data circuits that support only voice or for dedicated voice service channels on an Integrated Services Digital Network (ISDN) circuit.



BIDDING FOR VOICE AS NON-ELIGIBLE SERVICE?

- E-rate applicants can consider **E-rate ineligible services** as a lower-weighted factor in their bid evaluations so long as **E-rate eligible services** are the most-heavily weighted factor.
- Phone service may still need to factor into your bid evaluations for internet access because it may not be cost effective to switch to a new internet provider if that would also require changing to a more expensive phone service.

| Vendor | Telecom A | Telecom B |
|---|---|---|
| E-rate eligible cost (internet access) – 50 pts | \$500/month + \$0 installation – 50 pts | \$550/month + \$0 installation – 45.5 pts |
| E-rate ineligible cost (phone service) – 20 pts | \$185/month – 13 pts | \$120/month – 20 pts |
| Total – 70 pts | 63 pts | 65.5 points |

KEEP UP WITH VOICE SERVICE CONTRACTS!

- **If your library doesn't include ineligible phone service with competitive bidding:** Ask your current vendor to review all the phone numbers and call features your library pays for; several libraries have discovered charges for phone lines that aren't in use!
 - Don't be complacent – it's to the vendor's advantage when you don't question charges on invoices – be a good steward of public funds and fight for the best deal and accurate invoicing.
- Consider whether your library can save money over a 3-5 year period by switching to VOIP.
- Libraries are eligible to purchase phone service off the KIH3 state master contract (current expiration 2/20/2022); AT&T OneNet Long Distance is \$0.0211 per minute (plus federal charges). Most libraries sign individual business local calling contracts for desired call features.

COMPETITIVE BIDDING OVERVIEW

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COMPETITIVE BIDDING



On the Form 470, applicants describe the E-rate eligible services they need. Potential service providers have at least **28 calendar days** to respond with bids.

- No decision about which service provider to use can be made before 28 calendar days have elapsed.
- You can wait longer if you want; you must wait longer if you release an RFP document with a later due date.

Filing a Form 470 does not obligate an applicant to sign contracts or accept E-rate funding.

OPEN & FAIR PROCESS

- Open and fair competitive bidding is a core principle of the E-rate program
- From the [USAC website](#):
 - "Open" means there are no secrets in the process – such as information shared with one bidder but not with others – and that all bidders know what is required of them. "Fair" means that all bidders are treated the same and that no bidder has advance knowledge of the project information.
 - **Never** share pricing information or tell vendors who else is bidding.

PRICE IS PARAMOUNT

E-rate applicants are required to select the most cost-effective solution for the services they request E-rate discounts on.

- **E-rate eligible cost must be assigned the highest point value in the bid evaluation.**
 - **E-rate ineligible costs can be considered in the bid evaluation, but at a lower point value than eligible costs.**
- The least-expensive solution doesn't always win the bid evaluation; it may not score well on factors other than cost.

FROM SERVICE REQUESTS TO FUNDING REQUESTS

- Having both the correct service requests and narrative language will be important during application review. Libraries should review the [revised examples KDLA will post on the Form 470 Competitive Bidding examples page](#), as well as the [USAC Form 470 Category One Drop-Down reference table](#).
- The Form 470 service requests must encompass the details of the services your library will list on the Form 471 application. For example, your library can't request discounts on a bandwidth that is higher than the maximum bandwidth capacity on the Form 470 or for a type of circuit that wasn't listed on the Form 470.
 - See next slide for examples

COVERING YOUR REAR FOR THE FORM 471

Funding Requests on the Form 471 application for discounts

- If my library will make *funding* requests for discounts on:
 - Fiber internet access or fiber transport circuits
 - Cable or DSL internet access
 - Bookmobile hotspot service
- If a library branch or the bookmobile will be a recipient of service on the application

Service Requests on the Form 470 for competitive bidding

- Then the Form 470 must include *service* requests for:
 - Leased Lit Fiber (With or Without Internet Access)
 - Internet Access and Transport Bundled (Non-Fiber)
 - Cellular Data Plan/Air Card Service
- Then the branch and address must be included in the competitive bidding information

BUSINESS-CLASS INTERNET BIDDING EXEMPTION

A Form 470 for internet access is not necessary if ALL these conditions are met:

- Bandwidth is at least 100 Mbps downstream and 10 Mbps upstream
- Provides basic conduit access to the Internet at those required minimum speeds.
- Pre-discount cost is less than \$3600 annually (\$300/month) for each eligible entity, including any installation or other eligible fees
- Service and price are commercially available to non-residential customers



CONTRACTS

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CONTRACT EXPIRING?

Are any of your contracts for E-rate eligible recurring services such as internet or cellular data for the bookmobile **set to expire before June 30, 2021?**

- **If Yes**, you must bid again for these services on a Funding Year 2020 Form 470
- Recurring services purchased month-to-month or by tariff agreements must be bid every year.
- You should also bid again if your library is still under contract but needs to sign new paperwork to make upgrades with your provider.
- **WHEN IN DOUBT, BID AGAIN.**

YOUR LIBRARY'S PROCUREMENT PROCEDURE

Does your library board need to review contracts before they are signed?

- If so, keep in mind the board meeting dates in late 2019 and early 2020.
- **Once the Form 471 filing deadline is set...**
 - Look up the date for the last board meeting that will occur before the projected Form 471 deadline **(March 20, 2020)**
 - Plan to file all Forms 470 for competitive bidding at least 5 weeks prior to this board meeting. (Sooner is better!)

ALREADY UNDER CONTRACT?

Q: My library wants E-rate support for Funding Year 2020, but we have an ongoing contract that wasn't approved for E-rate discounts in a previous funding year. Is it possible to get E-rate for that service?

A: Yes, but there are some provisos:

- The existing contract must honestly win the bid evaluation.
- You must memorialize the contract with a new E-rate “Contract Award Date”—you’ll sign and date the contract again to show that it won the bid evaluation at some date after the 28 calendar day competitive bidding period.
- **THIS IS NOT THE IDEAL WAY TO DO E-RATE** – The best practice is to file a Form 470, wait at least 28 calendar days, evaluate bids, and then sign a new contract. Any deviation from this best practice complicates how you enter data on forms.

MODEL PROCUREMENT

- Most Kentucky libraries follow the Kentucky Model Procurement Code
 - The library board must adopt the MPC as its official way to purchase, and this step was likely taken many years ago (the MPC is 40+ years old).
 - Spelled out in Kentucky Revised Statutes 45A.345–.460
 - Must receive competitive sealed bids for contracts and purchases **over \$30,000**. A notice must be given in a newspaper or through an internet post at least 7 days before the date set for the opening of bids. The bids must be opened publicly in an announced location and the contract awarded to either the lowest bidder or the bidder submitting the lowest evaluated bid price. (See [KRS 45A.365](#))

KRS 424.260(1)

- If your library doesn't follow the Model Procurement Code, then purchases **over \$30,000** must be bid per [KRS 424.260\(1\)](#)
 - Must also advertise the bid per [KRS 424.130](#)
 - You need only advertise once, but may advertise two or more times provided that at least one advertisement is carried between 7 and 21 days before the close of bidding. The advertisement must include a description of what is to be bid, the time and place for receipt of bids, and any special terms of the sale.

FORM 470 BOILERPLATE

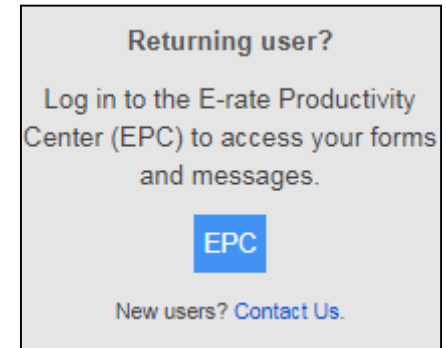
- The Form 470 contains a field for state and local procurement information. Here's some boilerplate for you to use:
 - **For MPC libraries:** The Kentucky Model Procurement Code (Kentucky Revised Statutes 45A.345-.460) requires bids for contracts and purchases over \$30,000. See <https://legislature.ky.gov/Law/Statutes/Pages/default.aspx>
 - **For non-MPC libraries:** Kentucky Revised Statute 424.260(1) requires bids for contracts and purchases over \$30,000. See <https://legislature.ky.gov/Law/Statutes/Pages/default.aspx>

E-RATE PRODUCTIVITY CENTER: UPDATING LIBRARY PROFILES

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E-RATE PRODUCTIVITY CENTER

- To set up account or if you have login issues: call the USAC Client Service Bureau at 1-888-203-8100
 - Must select a staff member to act as account administrator. Once the administrator is set up in EPC, they can add more users for your library.
- Two ways to get to EPC portal:
 - Go to portal.usac.org
 - Go to main USAC website for Schools and Libraries (www.usac.org/sl) and select '[E-rate Productivity Center](#)' under Resources & Tools on the left. Then look for EPC Log In button (picture on right).




UPDATING PROFILES

[News](#) [Tasks \(1\)](#) [Records](#) [Reports](#) [Actions](#)



My Applicant Landing Page



Training

**Universal Service
Administrative Co.**



[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#)
[Appeal](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) |
[Hurricane Impact Designation](#) | [Manage Users](#) | [Manage Organizations](#)
[USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, [Pioneer County Public Library System](#)!

Notifications

Notification Type

Funding Year

Status   All

| Notification | Description | Issued Date |
|--------------------|-------------|-------------|
| No items available | | |

My Entities

| Entity | Entity Number |
|---|---------------|
| Pioneer County Public Library System | 208 |
| Loganville Branch Library | 209 |
| Pioneer County Public Library Main Branch | 210 |
| Pioneer County Bookmobile | 211 |

To update the address, phone, square footage, or other information about your system or its branches, go to My Applicant Landing Page and click on the library system or branch name under My Entities.

| Entity | Entity Number | Address | City | State | Zip |
|---|---------------|------------|------|-------|-----|
| Pioneer County Public Library System | 208 | | | | |
| Loganville Branch Library | 209 | Loganville | KY | 41800 | |
| Pioneer County Public Library Main Branch | 210 | Boonesburg | KY | 41700 | |
| Pioneer County Bookmobile | 211 | Boonesburg | KY | 41700 | |

UPDATING LIBRARY SYSTEM PROFILE

News Tasks (1) **Records** Reports Actions

Records / Applicant Entities

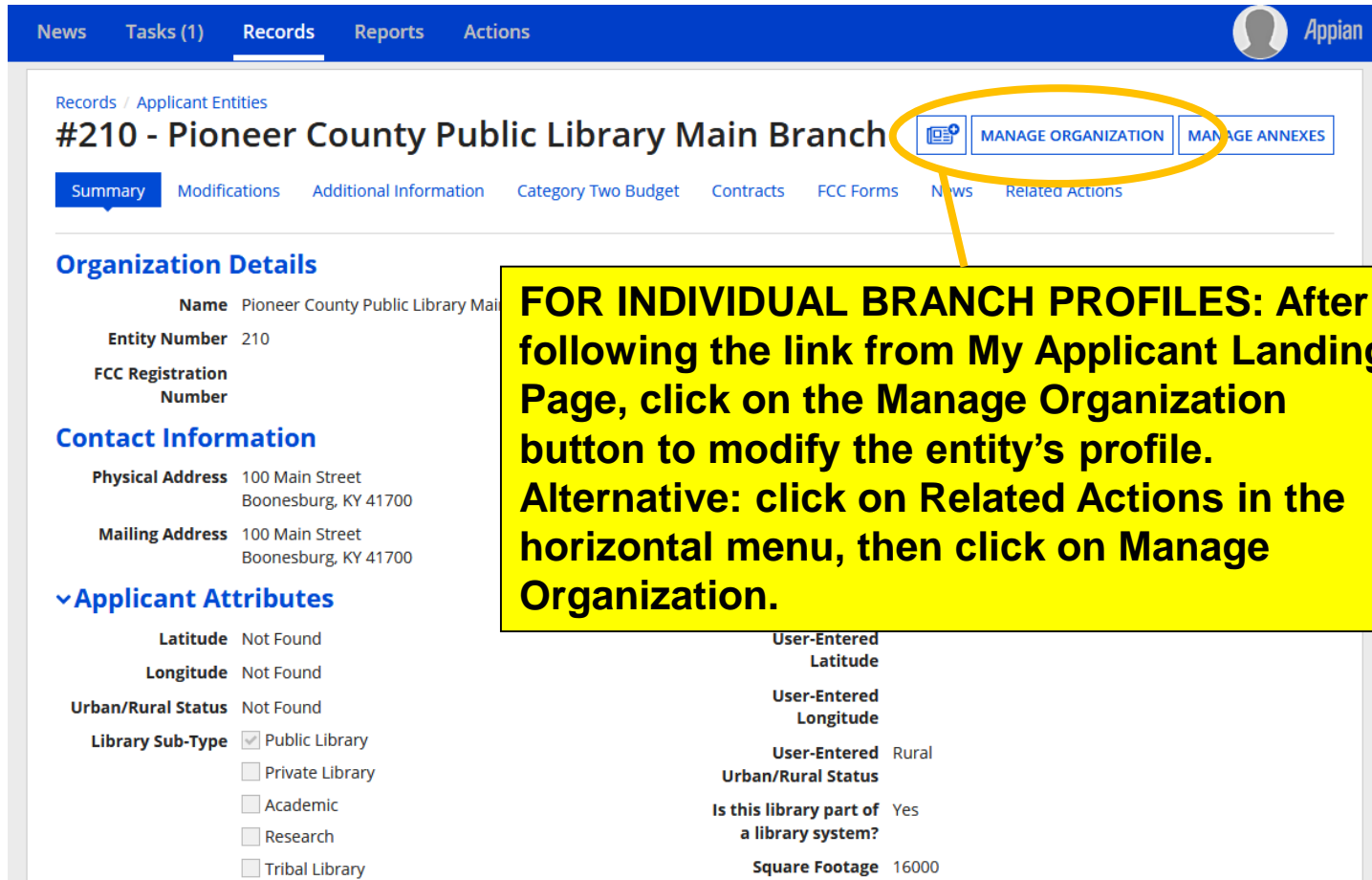
#208 - Pioneer County Public Library System

Summary Customer Service Modifications Additional Information Discount Rate Contracts FCC Forms FRN Appeals News **Related Actions**

- Create a New User**
This function allows you to create a user for your entity.
- Add or Remove Existing Users**
This process allows user to add and remove users from an organization
- Manage User Permissions**
This function allows you manage the permissions for one or more users.
- Manage Organization**
This function allows you to update information about an entity or P...
- Modify Account Administrator**
This process allows you to transfer the Account Administrator function to an...
- Create a Customer Service Case**
This function allows you to submit a question about an E-rate form or topic, submit a specific request or an attachment.
- Manage General Contact**
This function allows you to designate the general contact for your entity.
- Manage Organization Relationships**
Process to relate an Organization to another Organization
- Create FCC Form 470**
This function allows you to create an FCC Form 470 for your entity.
- Create FCC Form 471**
This function allows you to create an FCC Form 471 for your entity.

FOR LIBRARY SYSTEM PROFILES: After following the profile link from My Applicant Landing Page, click on Related Actions from the horizontal menu near the top of the page. Select Manage Organization to open & modify the library system profile information.

UPDATING BRANCH PROFILES



News Tasks (1) **Records** Reports Actions

Records / Applicant Entities

#210 - Pioneer County Public Library Main Branch

[Summary](#) [Modifications](#) [Additional Information](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [News](#) [Related Actions](#)

[MANAGE ORGANIZATION](#) [MANAGE ANNEXES](#)

Organization Details

Name Pioneer County Public Library Main Branch
Entity Number 210
FCC Registration Number

Contact Information

Physical Address 100 Main Street
Boonesburg, KY 41700
Mailing Address 100 Main Street
Boonesburg, KY 41700

▼ Applicant Attributes

| | | | |
|---------------------------|---|--|-------|
| Latitude | Not Found | User-Entered Latitude | |
| Longitude | Not Found | User-Entered Longitude | |
| Urban/Rural Status | Not Found | User-Entered Urban/Rural Status | Rural |
| Library Sub-Type | <input checked="" type="checkbox"/> Public Library <input type="checkbox"/> Private Library <input type="checkbox"/> Academic <input type="checkbox"/> Research <input type="checkbox"/> Tribal Library | Is this library part of a library system? | Yes |
| | | Square Footage | 16000 |

FOR INDIVIDUAL BRANCH PROFILES: After following the link from My Applicant Landing Page, click on the Manage Organization button to modify the entity's profile. Alternative: click on Related Actions in the horizontal menu, then click on Manage Organization.

FORM 470 – BASIC INFORMATION

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START OR CONTINUE A FORM 470

Continue working on an in-process Form 470 under Tasks

Click FCC Form 470 to start a new form

Alternative: start a Form 470 by clicking on the library system name to open the profile, then Related Actions tab, then Create FCC Form 470 link

News **Tasks (1)** Records

My Applicant

Universal Service Administrative Co.

Welcome Pioneer County Public Library System!

Notifications

Notification Type: Please select a value

Funding Year: -- Select a Funding Year --

Status: All

☐ Generated

☐ Not Generated

| Notification | Description | Issued Date | Generated By | Generated On |
|--------------------|-------------|-------------|--------------|--------------|
| No items available | | | | |

My Entities

| Entity | | | | |
|---|-----|------------|----|-------|
| Pioneer County Public Library System | | | | |
| Loganville Branch Library | 209 | Loganville | KY | 41800 |
| Pioneer County Public Library Main Branch | 210 | Boonesburg | KY | 41700 |
| Pioneer County Bookmobile | 211 | Boonesburg | KY | 41700 |

Funding Request Report | **FCC Form 470** | FCC Form 471 | FCC Form 486 | Appeal | FCC Form 500 | Service Substitution | Hurricane Impact Designation | Manage Users | Manage Organizations | USAC Website | Contact Us | Help

FORM 470 – NAVIGATION

The screenshot shows the FCC Form 470 interface. At the top, a blue navigation bar contains 'News', 'Tasks (2)', 'Records', 'Reports', and 'Actions'. A green circle highlights 'Tasks (2)', with a callout box stating: 'Continue working on an in-process Form 470 under Tasks. EPC saves your location & entries in the form.'

Below the navigation bar, the form title 'FCC Form 470' is displayed, followed by 'Pioneer County Public Library System' and 'Library One Bidding - Form #200000076'. A timestamp 'Last Saved: 10/16/2019 1:15 PM EDT' is shown.

A horizontal tab bar includes 'Basic Information', 'Service Requests', 'Technical Contact Information', 'Procurement Information', 'FCC Form 470 Review', and 'Certifications & Signature'. The 'Basic Information' tab is active.

The main content area contains a paragraph about non-editable information and a section titled 'Application Type and Recipients of Service' with the text 'Applicant Type: Library System'.

At the bottom, there are four buttons: 'BACK', 'DISCARD FORM', 'SAVE & SHARE', and 'SAVE & CONTINUE'. Callout boxes provide instructions for each:

- BACK** (blue box): 'Use Back button to return to a previous page'
- DISCARD FORM** (red box): 'Discard Form – Permanently delete forms you're working on.'
- SAVE & SHARE** (pink box): 'Save & Share – Careful – think of this as passing the baton. Sharing an in-process form with another EPC user in your library system will remove it from your Tasks list. That user has to 'share' the form back to you!'
- SAVE & CONTINUE** (yellow box): 'Save & Continue to go to next page'

FORM 470 – BASIC INFORMATION (1/3)

FCC Form 470 - Funding Year 2020

Basic Information

Service Requests

Technical Contact
Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

> FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)

▼ Billed Entity Information

Pioneer County Public Library System

100 Main Street

Boonesburg, KY 41700

111-222-3333

library.system10.user1@mailinator.com

Billed Entity Number: 208

FCC Registration Number: 0123456789

Your library system's Billed Entity Information will be pulled from its EPC profile.

Application Nickname

Please enter an application nickname here. *

Funding Year 2020 Category One Bidding

DISCARD FORM

Enter a nickname that will be easy to find on your Tasks list or when sorting through your library's completed forms.

SAVE & SHARE

SAVE & CONTINUE

Save & Continue to go to next page

FORM 470 – BASIC INFORMATION (2/3)

FCC Form 470 - Funding Year 2020

Pioneer County Public Library System - Funding Year 2020 Category One Bidding - Form #200000076

Last Saved: 10/16/2019 1:17 PM EDT

Basic Information

Service Requests

Te

Where applicable, we've completed this section of the form based on information you wish to change the information, please update your profile file. If you do not have access to Manage Organization, please contact your applicable entity's profile.

Application Type and Recipients of Service

Applicant Type: Library System

Number of Eligible Entities: 3

The Number of Eligible Entities should include your main library and other branches that have been assigned entity numbers (including kiosks and bookmobiles).

Recipient(s) of Service

- ☒ Public Library
- ☒ Bookmobile
- ☒ Main Branch
- ☒ Public Library System

Recipients of Service

| Billed Entity Name | Billed Entity Number |
|--------------------------------------|----------------------|
| Pioneer County Public Library System | 208 |

BACK

Only the name and BEN for the library system will be listed here because it handles billing for all the branches.

SAVE & SHARE

SAVE & CONTINUE

FORM 470 – BASIC INFORMATION (3/3)

FCC Form 470 - Funding Year 2020

Pioneer County Public Library System - Funding Year 2020 Category One Bidding - Form #200000076

Last Saved: 10/16/2019 1:18 PM EDT

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will identify the individuals assisting in seeking E-rate

Consultant Information

There are currently no consulting firms associated with your library.

If you select Yes, your contact info will automatically appear. If you select No, you can search for other users with EPC accounts associated with your library.

Contact Information

Are you the main contact person?

YES ✓

NO

Lauren Abner

library.system10.user1@mailinator.com

502-564-1728

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

FORM 470 – CATEGORY OF SERVICE + RFP DOCUMENTS

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CATEGORY(S) OF SERVICE

FCC Form 470 - Funding Year 2020

Pioneer County Public Library System - Funding Year 2020 Category One Bidding - Form #200000076

Last Saved: 10/16/2019 1:19 PM EDT

Basic Information

Service Requests

Technical Contact Information

Next, you will identify the category(s) of service requested.

Visit [our website](#) for more information on how to file the FCC Form 470.

Category(s) of Service

What are the category(s) of service that you are requesting?

CATEGORY 1 ✓

- Data Transmission and/or Internet Access

CATEGORY 2 ✓

- Internal Connections
- Basic Maintenance of Int
- Managed Internal Broad

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

Select which Categories of Service you want to request on this form. You can file separate forms for each or file for both Categories on the same form—your choice.

In this example, I'm going to include a Category Two request for a router in case my internet provider charges separate fees for this.

NOTE ON RFP DOCS

USAC uses the terms ‘RFP’ or ‘request for proposal’ for any documents that further describe an applicant’s needs. RFPs can be useful when making extensive requests and are required by E-rate program rules for certain requests.

- **Applicants must upload RFP documents:**
 - **If such documents have been issued as part of the procurement—** you have to upload all RFP documents in EPC, not merely provide a link to where they are posted elsewhere.
 - ****To request cellular data for the bookmobile:** USAC requires RFPs for cellular data that include a description of the service requested (**‘placeholder’ RFPs aren’t allowed**). Templates for bookmobile data RFPs can be downloaded from the KDLA [Form 470 Competitive Bidding Examples page](#).
 - **To make Category One service requests for other Functions** including “Leased Dark Fiber and Leased Lit Fiber”; “Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks”; “Maintenance & Operations”; and ‘Other’.

UPLOADING RFPs (1/2)

FCC Form 470 - Funding Year 2020

Pioneer County Public Library System - Funding Year 2020 Category One Bidding - Form #200000076

Last Saved: 10/16/2019 1:19 PM EDT

Basic Information

Service Requests

Technical Contact
Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

If you are using RFPs for any of the requested services, start by uploading them all first.

RFPs for Service Requests

Is there a RFP for any of the services you are requesting?

YES ✓

NO

You must answer the RFP question to move forward; if you indicate Yes, options for uploading files will appear.

Please upload all RFPs for the services you are requesting. ⓘ



Template bookmobile data RFP FY2020 hotspot device o...
DOCX - 29.15 KB

UPLOAD



Drop file here

You must upload your actual RFP document. Uploading a document with a hyperlink to another website, including bid management sites, is not sufficient and can lead to funding denial.

Upload button allows you to select documents from your computer. Most file formats, including zip files, are accepted. Note: EPC doesn't allow certain special characters such as hyphens in the file name.

To remove an RFP document, hover over the document icon



and click when it turns into an X



UPLOADING RFPs (2/2)

FCC Form 470 - Funding Year 2020

Pioneer County Public Library System - Funding Year 2020 Category One Bidding - Form #200000076

Last Saved: 10/16/2019 1:25 PM EDT

Basic Information

Service Requests

Technical Contact
Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will indicate whether RFPs are applicable across a category.

RFPs for Service Requests

If applicable, please select the RFP(s) that apply to all new category ONE services.

☐ Template bookmobile data RFP FY2020 hotspot device only

This selection will only apply to new service requests. Selecting and deselecting RFPs above will not affect service requests already added to this FCC Form 470.

If applicable, please select the RFP(s) that apply to all new category TWO services.

☐ Template bookmobile data RFP FY2020 hotspot device only

This selection will only apply to new service requests. Selecting and deselecting RFPs above will not affect service requests already added to this FCC Form 470.

BACK

DISCARD FORM

SAVE & SHARE

SAVE & CONTINUE

You can automatically attach the uploaded RFP to ALL service requests in the selected Category of Service. Most libraries won't do this for Category One requests, but it's common for extensive Category Two equipment upgrades.

FORM 470: EXAMPLE SERVICE REQUESTS

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EXAMPLES – COLOR CODING

- **General Notes** ([adding service requests](#), [closing explanatory text](#), [editing/removing service requests](#), [narrative & installment plan](#)) – [slides 52-55](#)
- **For a building with monthly fiber internet service:**
 - **Category One Function: Leased Lit Fiber (with or without Internet Access)** – [slides 56-59](#)
- **For a building with non-fiber service that could upgrade to fiber:**
 - **Category One Function #1: Leased Lit Fiber (with or without Internet Access)** – [slides 60-63](#)
 - **Category One Function #2: Internet Access & Transport Bundled (Non-Fiber)** – [slides 64-68](#)
- **For bookmobile hotspot service:**
 - **Category One Function: Cellular Data Plan/Air Card Service** – [slides 69-74](#)
- **For router lease from internet service provider**
 - **Category Two Service Type: Internal Connections, Function: Router** – [slides 75-78](#)

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ADDING SERVICE REQUESTS

FCC Form 470 - Funding Year 2020

Pioneer County Public Library System - Funding Year 2020 Category One Bidding - Form #200000076

Last Saved: 10/16/2019 1:36 PM EDT

Basic Information **Service Requests** Technical Contact Information Procurement Information Signature

Next, you will describe the services you are requesting.

Service Requests: Category One

There are currently no Category One service requests. Please enter the service requests below by selecting 'Add New Service Request'.

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

TYPE OR COPY/PASTE YOUR CATEGORY ONE NARRATIVE

If you aren't using an RFP, the Narrative field for each Category allows you to more fully describe your needs to potential service providers. (See later section, [Form 470: Crafting a Narrative](#)).

[Return to Examples – Color Coding](#)

Use the blue Add New Service Request button to start a new service request.

CLOSE EXPLANATORY TEXT

Basic Information

Please select the option

Visit [our website](#) for more information

ations & Signature

By default, explanatory text appears when you start to add a new service request. You can collapse this section if it's distracting.

Add New Service Request

Function *

Please select a value

Click on the title to collapse this section of explanatory text.

Information on How to Seek Bids for Different Services:

- Select "Leased Lit Fiber (with or without Internet Access)" when seeking bids for either a bundled solution of internet access (delivered over lit fiber) or transport only (delivered over lit fiber).
- Select "Internet Access and Transport Bundled (Non-Fiber)" when seeking bids for services provided over non-fiber-based service-provider-owned networks that include commercial internet access service (e.g., copper, microwave, or coaxial cable, but excluding Leased Lit Fiber).
- Select "Transport Only - No ISP Service Included (Non-Fiber)" when seeking bids for services provided over non-fiber-based service-provider-owned networks that do not include commercial internet access (e.g., copper, microwave, or coaxial cable, but excluding Leased Lit Fiber).
- Select "Internet Access: ISP Service Only (No Transport Circuit Included)" when only seeking bids for commercial internet access service. Note: this does not include any type of transport circuit.
- Select "Leased Dark Fiber and Leased Lit Fiber" when seeking bids that include Leased Dark Fiber. This option MUST be selected to help ensure compliance with a competitive bidding requirement: applicants that request bids for Leased Dark Fiber must also request bids for Leased Lit Fiber. Leased Lit Fiber requests included in this service request type can be with or without internet access.
- Select "Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Networks" when seeking bids for services provided over a self-provisioned network on a technology-neutral basis (e.g., fiber, copper, microwave, or coaxial cable).
- Select "Network Equipment" when seeking bids for modulating electronics or other equipment necessary to make a Category One service functional.
- Select "Maintenance & Operations" when seeking bids for maintenance and operations costs for Leased Dark Fiber or a Self-Provisioned network.
- Select "Cellular Data Plan/Air Card Service" when only seeking bids for a commercial wireless data plan.
- Select "Other" when the service you want is not otherwise listed. Be sure to provide additional details about this service by uploading an RFP document.

CANCEL

ADD

[Return to Examples – Color Coding](#)

EDIT OR REMOVE SERVICE REQUESTS

Service Requests: Category One

Please enter the service requests below by selecting 'Add New Service Request'.

| <input type="checkbox"/> | Service Type | Function | Function Other Description | Minimum Capacity | Maximum Capacity | Entities | Quantity | Unit | Installation and Initial Configuration? | Associated RFPs |
|-------------------------------------|--|--|----------------------------|------------------|------------------|----------|----------|----------|---|-------------------------------------|
| <input type="checkbox"/> | Data Transmission and/or Internet Access | Leased Lit Fiber (with or without Internet Access) | | 100 Mbps | | | | | | |
| <input type="checkbox"/> | Data Transmission and/or Internet Access | Leased Lit Fiber (with or without Internet Access) | | 25 Mbps | | | | | | |
| <input checked="" type="checkbox"/> | Data Transmission and/or Internet Access | Internet Access and Transport Bundled (Non-Fiber) | | 25 Mbps | 100 Mbps | 1 | 1 | Circuits | Yes | |
| <input type="checkbox"/> | Data Transmission and/or Internet Access | Cellular Data Plan/Air Card Service | | 5 Mbps | 25 Mbps | 1 | 1 | Lines | Yes | Template bookmobile data RFP FY2019 |

To edit or remove a service request, check the box in the far left column. You can edit/remove only 1 service request at a time.

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

Select 'Edit Service Request' to re-open and make changes to a service request. Select 'Remove Service Request' to delete a service request entirely.

[Return to Examples – Color Coding](#)

NARRATIVE & INSTALLMENT PLAN

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualifications.

For all service requests, the vendor must have a Service Provider Identification Number (SPIN/Form 498 ID) or the access (leased lit fiber or non-fiber) that do not include the service delivery address will be considered non-responsive. SERVICE DELIVERY ADDRESSES

Pioneer County Public Library has 3 eligible entities for Category One: The Main Library located at 100 Main Street located at 300 Tulip Poplar Lane, Loganville, KY 41800; and the library bookmobile which operates from the main library. QTY 1 CIRCUIT FOR MAIN LIBRARY, LEASED LIT FIBER BUNDLED WITH INTERNET ACCESS. The main library currently has 1 gigabit. Please quote all download speeds between 100 Mbps and 1 gigabit over a fiber circuit available for this location, taxes and other surcharges. Preferred service start date is July 1, 2020.

QTY 1 CIRCUIT FOR LOGANVILLE BRANCH LIBRARY, EITHER LEASED LIT FIBER BUNDLED WITH INTERNET ACCESS (NON-FIBER). The Loganville branch currently has 25xc Mbps cable internet; desired speed is 200 Mbps fiber internet. Please quote all download speeds between 100 Mbps and 200 Mbps with circuit (fiber or non-fiber) available for this location, fees for 5 static IP addresses, and estimated taxes and other surcharges. Preferred service start date is July 1, 2020.

QTY 1 HOTSPOT FOR BOOKMOBILE, CELLULAR DATA PLAN/AIR CARD SERVICE. Please see RFP document for details of this request. Preferred service start date is July 1, 2020.

PHONE SERVICE FOR MAIN BRANCH AND LOGANVILLE BRANCH (NOT ELIGIBLE FOR E-RATE DISCOUNTS). The library system currently has 14 analog phone lines for local/long distance; 10 lines at the main library and 4 at the Loganville Branch. Please

Make sure the narrative and/or RFP documents cover all Category One service requests. More tips on the narrative appear in the next section, [Form 470: Crafting a Narrative](#).

Installment Payment Plan

Are you seeking an installment payment plan for the non-discounted portion of any special construction charges associated with the request(s) listed above? *

☐ Yes

☒ No

For Category One, you have to answer a question about installments for special construction charges. It's rare for Kentucky libraries to request special construction, so most likely the answer is 'No'. For more on special construction, see USAC's [Fiber – Summary Overview page](#).

[Return to Examples – Color Coding](#)

FOR A BUILDING WITH FIBER SERVICE— FUNCTION: LEASED LIT FIBER (WITH OR WITHOUT INTERNET ACCESS)

Add New Service Request

Function *

Please select a value

Please select a value

Leased Lit Fiber (with or without Internet Access)

Internet Access and Transport Bundled (Non-Fiber)

Transport Only - No ISP Service Included (Non-Fiber)

Internet Access: ISP Service Only (No Transport Circuit Included)

Leased Dark Fiber and Leased Lit Fiber

Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided

Network Equipment

Maintenance & Operations

Cellular Data Plan/Air Card Service

Other

Click to open the drop-down menu for Function. Libraries must include a service request for Leased Lit Fiber (with or without Internet Access) in order to take advantage of bids for fiber internet.

More fields will appear automatically once a Function is selected.

[Return to Examples – Color Coding](#)

LEASED LIT FIBER DETAILS (1/2)

Add New Service Request

Function *

Leased Lit Fiber (with or without Internet Access)

Select "Leased Lit Fiber (with or without Internet Access)" when seeking bids for either transport only (delivered over lit fiber).

Quantity *

1

Unit

Circuits

Minimum Capacity *

100 Mbps

Maximum Capacity *

1 Gbps

Quantity refers to the number of lines or circuits requested. This example shows 1 circuit/line because the request covers service for the main building only; multiple service requests for the same Function can appear on the Form 470 if it simplifies the description of services for multiple branches.

☐ Template bookmobile data RFP FY2020 hotspot device only

Minimum Capacity should reflect your library's current download speed. (Example: a library with 50x5 Mbps internet gets 50 Mbps download and 5 Mbps upload).

Maximum Capacity should reflect the highest speed your library desires (usually between 100 Mbps or 1 gigabit depending on the library branch)

Be careful about units:

- **Mbps = megabits per second.** Use this unit for most DSL or cable connections, as well as some fiber connections.
- **Gbps = gigabits per second.** Use this for very fast fiber connections.

LEASED LIT FIBER DETAILS (2/2)

Add New Service Request

Function *

Leased Lit Fiber (with or without Internet Access)

Number of entities served = number of branch buildings to receive the service described in this request

is for either a bundled solution of internet access (delivered over lit fiber) or

Number of entities served? *

1

Best practice: check Yes for the question about installation/activation in case your library starts a new service with setup fees.

Are you also seeking Installation, Activation and Initial Configuration for this service? *

☒ Yes

☐ No

Please select the RFP(s) that apply to this service request.

☐ Template bookmobile data RFP FY2020 hotspot device only

Check the box beside the RFP name only if this request is included in the document.

[Information on How to Seek Bids for](#)

CANCEL

Click Add button to complete request and return to the main Service Requests page.

ADD

FOR A BUILDING WITH FIBER SERVICE— NARRATIVE FIELD FOR LEASED LIT FIBER (WITH OR WITHOUT INTERNET ACCESS) SERVICE REQUEST

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

For all service requests, the vendor must have a Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified. Generic bids for internet access (leased lit fiber or non-fiber) that do not include the service delivery address will be considered non-responsive and therefore disqualified.

SERVICE DELIVERY ADDRESSES

Pioneer County Public Library has 3 eligible entities for Category One: The Main Library located at 100 Main Street, Boonesburg, KY 41700; Loganville Branch Library located at 300 Tulip Poplar Lane, Loganville, KY 41800; and the library bookmobile which operates from the main library location.

QTY 1 CIRCUIT FOR MAIN LIBRARY, LEASED LIT FIBER BUNDLED WITH INTERNET ACCESS. The main library currently has 100x100 Mbps fiber internet; desired speed is 1 gigabit. Please quote all download speeds between 100 Mbps and 1 gigabit over a fiber circuit available for this location, fees for 5 static IP addresses, and estimated taxes and other surcharges. Preferred service start date is July 1, 2020.

For any requests where details aren't described in RFP documents, use the Narrative field to describe your library's needs. **Reminder for Leased Lit Fiber requests: if your library needs fiber transport bundled with internet access, you should state this in the narrative field – *almost all Kentucky libraries have transport bundled with internet access.* See later section on [Form 470 – Crafting a Narrative](#).**

FOR A BUILDING WITH NON-FIBER SERVICE THAT COULD UPGRADE TO FIBER— FUNCTION #1: LEASED LIT FIBER

Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

Next, you will describe the services you are requesting.

Service Requests: Category One

Please enter the service requests below by selecting 'Add New Service Request'.

| <input type="checkbox"/> | Service Type | Function | Function Other Description | Minimum Capacity | Maximum Capacity | Entities | Quantity | Unit | Installation and Initial Configuration? | Associated RFPs |
|--------------------------|--|--|----------------------------------|---------------------|---------------------|----------|----------|----------|---|--------------------|
| <input type="checkbox"/> | Data Transmission and/or Internet Access | Leased Lit Fiber (with or without Internet Access) | | 100 Mbps | 1 Gbps | 1 | 1 | Circuits | Yes | |

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

**Click on Add New Service Request
to start additional requests.**

[Return to Examples – Color Coding](#)

FUNCTION #1: LEASED LIT FIBER

Add New Service Request

Function *

Please select a value

Please select a value

Leased Lit Fiber (with or without Internet Access)

Internet Access and Transport Bundled (Non-Fiber)

Transport Only - No ISP Service Included (Non-Fiber)

Internet Access: ISP Service Only (No Transport Circuit Included)

Leased Dark Fiber and Leased Lit Fiber

Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided C

Network Equipment

Maintenance & Operations

Cellular Data Plan/Air Card Service

Other

Click to open the drop-down menu for Function. Libraries must include a service request for Leased Lit Fiber (with or without Internet Access) in order to take advantage of bids for fiber internet.

More fields will appear automatically once a Function is selected.

FUNCTION #1: LEASED LIT FIBER DETAILS (1/2)

Add New Service Request

Function *

Leased Lit Fiber (with or without Internet Access)

Select "Leased Lit Fiber (with or without Internet Access)" when seeking bids for either a bundled solution of internet access (delivered over lit fiber) or transport only (delivered over lit fiber).

Quantity *

1

Unit

Circuits

Minimum Capacity *

25 Mbps

Maximum Capacity *

200 Mbps

Quantity refers to the number of lines or circuits requested. **This example shows 1 circuit/line because the request covers service for the branch library building only; the fiber request for the main library building is covered in a separate service request.**

Minimum Capacity should reflect your library's current download speed. (Example: a library with 25x3 Mbps internet gets 25 Mbps download and 3 Mbps upload).

Maximum Capacity should reflect the highest speed your library desires (usually 100 Mbps or 1 gigabit depending on the library branch)

Be careful about units:

- **Mbps = megabits per second.** Use this unit for most DSL or cable connections, as well as some fiber connections.
- **Gbps = gigabits per second.** Use this for very fast fiber connections.

FUNCTION #1: LEASED LIT FIBER DETAILS (2/2)

Add New Service Request

Function *

Leased Lit Fiber (with or without Internet Access)

Number of entities served = number of branch buildings to receive the service described in this request

Number of entities served? *

1

Best practice: check Yes for the question about installation/activation in case your library starts a new service with setup fees.

Are you also seeking Installation, Activation and Initial Configuration for this service? *

☒ Yes

☐ No

Please select the RFP(s) that apply to this service request.

☐ Template bookmobile data RFP FY2020 hotspot device only

Check the box beside the RFP name only if this request is included in the document.

CANCEL

ADD

Click Add button to complete request and return to the main Service Requests page.

FOR A BUILDING WITH NON-FIBER SERVICE THAT COULD UPGRADE TO FIBER— FUNCTION #2: INTERNET ACCESS & TRANSPORT BUNDLED (NON-FIBER)

Basic Information

Service Requests

Technical Contact Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will describe the services you are requesting.

Service Requests: Category One

Please enter the service requests below by selecting 'Add New Service Request'.

| <input type="checkbox"/> | Service Type | Function | Function Other Description | Minimum Capacity | Maximum Capacity | Entities | Quantity | Unit | Installation and Initial Configuration? | Associated RFPs |
|--------------------------|--|--|----------------------------|------------------|------------------|----------|----------|----------|---|-----------------|
| <input type="checkbox"/> | Data Transmission and/or Internet Access | Leased Lit Fiber (with or without Internet Access) | | 100 Mbps | 1 Gbps | 1 | 1 | Circuits | Yes | |
| <input type="checkbox"/> | Data Transmission and/or Internet Access | Leased Lit Fiber (with or without Internet Access) | | 25 Mbps | 200 Mbps | 1 | 1 | Circuits | Yes | |

Click on Add New Service Request to start additional requests.

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

[Return to Examples – Color Coding](#)

FUNCTION #2: INTERNET ACCESS & TRANSPORT BUNDLED (NON-FIBER)

Add New Service Request

Function *

Please select a value

Please select a value

Leased Lit Fiber (with or without Internet Access)

Internet Access and Transport Bundled (Non-Fiber)

Transport Only - No ISP Service Included (Non-Fiber)

Internet Access: ISP Service Only (No Transport Circuit Included)

Leased Dark Fiber and Leased Lit Fiber

Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over

Network Equipment

Maintenance & Operations

Cellular Data Plan/Air Card Service

Other

Click to open the drop-down menu for Function. Libraries must include a service request for Internet Access and Transport Bundled (Non-Fiber) in order to take advantage of bids for cable or DSL internet.

More fields will appear automatically once a Function is selected.

FUNCTION #2: INTERNET ACCESS & TRANSPORT BUNDLED (NON-FIBER) DETAILS (1/2)

Add New Service Request

Function *

Internet Access and Transport Bundled (Non-Fiber)

Select "Internet Access and Transport Bundled (Non-Fiber)" when seeking bids for services provided over non-fiber-based service-provider-owned networks that include commercial internet access service (e.g., copper, microwave, or coaxial cable, but excluding Leased Lit Fiber).

Quantity *

1

Unit

Circuits

Minimum Capacity *

25 Mbps

Maximum Capacity *

200 Mbps

Quantity refers to the number of lines or circuits requested. This example shows 1 circuit/line because the request covers service for the branch library building only.

Minimum Capacity should reflect your library's current download speed. (Example: a library with 25x3 Mbps internet gets 25 Mbps download and 3 Mbps upload).

Maximum Capacity should reflect the highest speed your library desires (usually 100 Mbps or 1 gigabit depending on the library branch)

Be careful about units:

- **Mbps = megabits per second.** Use this unit for most DSL or cable connections, as well as some fiber connections.
- **Gbps = gigabits per second.** Use this for very fast fiber connections.

FUNCTION #2: INTERNET ACCESS & TRANSPORT BUNDLED (NON-FIBER) DETAILS (2/2)

Add New Service Request

Function *

Internet Access and Transport Bundled (Non-Fiber)

Select "Internet Access and Transport Bundled (Non-Fiber)" when seeking bids for services provided over non-fiber-based service-provider-owned networks (e.g., copper, microwave, or coaxial cable, but excluding Leased Lit Fiber).

Number of entities served = number of branch buildings to receive the service described in this request

Number of entities served? *

1

Best practice: check Yes for the question about installation/activation in case your library starts a new service with setup fees.

Are you also seeking Installation, Activation and Initial Configuration for this service? *

☒ Yes

☐ No

Please select the RFP(s) that apply to this service request.

☐ Template bookmobile data RFP FY2020 hotspot device only

Check box beside RFP name only if this request is included in the document.

CANCEL

ADD

Click Add button to complete request and return to main Service Request page.

FOR A BUILDING WITH NON-FIBER SERVICE THAT COULD UPGRADE TO FIBER— NARRATIVE FOR BOTH FIBER AND NON-FIBER SERVICE REQUESTS

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

For all service requests, the vendor must have a Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified. Generic bids for internet access (leased lit fiber or non-fiber) that do not include the service delivery address will be considered non-responsive and therefore disqualified.

SERVICE DELIVERY ADDRESSES

Pioneer County Public Library has 3 eligible entities: The Main Library located at 100 Main Street, Boonesburg, KY 41700; Loganville Branch Library located at 300 Tulip Poplar Lane, Loganville, KY 41800; and the library bookmobile which operates from the main library location.

QTY 1 CIRCUIT FOR MAIN LIBRARY, LEASED LIT FIBER BUNDLED WITH INTERNET ACCESS. The main library currently has 100x100 Mbps fiber internet; desired speed is 1 gigabit. Please quote all download speeds between 100 Mbps and 1 gigabit over a fiber circuit available for this location, fees for 5 static IP addresses, and estimated taxes and other surcharges. Preferred service start date is July 1, 2020.

QTY 1 CIRCUIT FOR LOGANVILLE BRANCH LIBRARY, INTERNET ACCESS BUNDLED WITH TRANSPORT (FIBER OR NON-FIBER). The Loganville branch currently has 25x3 Mbps cable internet; desired speed is 200 Mbps fiber internet. Please quote all download speeds between 25 Mbps and 200 Mbps with circuit (fiber or non-fiber) available for this location, fees for 5 static IP addresses, and estimated taxes and other surcharges. Preferred service start date is July 1, 2020.

For any requests where details aren't described in RFP documents, use the Narrative field to describe your library's needs. Remember: for library branches that need to consider bids for both non-fiber and fiber internet, do not state a preference for a particular type of circuit in the narrative. See later section on [Form 470 – Crafting a Narrative](#).

FOR BOOKMOBILES ONLY: FUNCTION: CELLULAR DATA PLAN/AIR CARD SERVICE

Basic Information

Service Requests

Technical Contact
Information

Procurement Information

FCC Form 470 Review

Certifications & Signature

Next, you will describe the services you are requesting.

Service Requests: Category One

Please enter the service requests below by selecting 'Add New Service Request'.

| <input type="checkbox"/> | Service Type | Function | Function Other Description | Minimum Capacity | Maximum Capacity | Entities | Quantity | Unit | Installation and Initial Configuration? | Associated RFPs |
|--------------------------|--|---|----------------------------------|---------------------|---------------------|----------|----------|----------|---|--------------------|
| <input type="checkbox"/> | Data Transmission and/or Internet Access | Leased Lit Fiber (with or without Internet Access) | | 100 Mbps | 1 Gbps | 1 | 1 | Circuits | Yes | |
| <input type="checkbox"/> | Data Transmission and/or Internet Access | Leased Lit Fiber (with or without Internet Access) | | 25 Mbps | 200 Mbps | 1 | 1 | Circuits | Yes | |
| <input type="checkbox"/> | Data Transmission and/or Internet Access | Internet Access and Transport Bundled (Non- Fiber) | | 25 Mbps | 200 Mbps | 1 | 1 | Circuits | Yes | |

Click on Add New Service Request to start additional requests.

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

[Return to Examples – Color Coding](#)

FUNCTION: CELLULAR DATA PLAN/AIR CARD SERVICE

Add New Service Request

Function *

Please select a value

Please select a value

Leased Lit Fiber (with or without Internet Access)

Internet Access and Transport Bundled (Non-Fiber)

Transport Only - No ISP Service Included (Non-Fiber)

Internet Access: ISP Service Only (No Transport Circuit Included)

Leased Dark Fiber and Leased Lit Fiber

Self-Provisioned Network (Applicant Owned and Operated Network) and Services Provided Over Third-Party Network

Network Equipment

Maintenance & Operations

Cellular Data Plan/Air Card Service

Other

Click to open the drop-down menu for Function. **Libraries must include a service request for Cellular Data Plan/Air Card Service in order to take advantage of bids for bookmobile hotspot service.**

More fields will appear automatically once a Function is selected.

CELLULAR DATA DETAILS (1/2)

Add New Service Request

Function *

Cellular Data Plan/Air Card Service

Select "Cellular Data Plan/Air Card Service" when only seeking bids for a commercial wireless data plan.

Quantity *

1

Unit

Lines

Minimum Capacity *

5 Mbps

Maximum Capacity *

50 Mbps

Quantity refers to the number of hotspots or cell phones with data being requested. Reminder: only the cellular data portion of a smartphone plan is E-rate eligible and only for use on the library bookmobile.

figuration for this

Capacity refers to the speed of the connection, not the amount of data usage allowed each month. While we normally talk about cellular data speeds in terms like 3G, 4G, LTE, etc., you'll have to select approximate download capacities in megabits per second (Mbps).

Minimum Capacity: 5 Mbps

Maximum Capacity: 50 Mbps

CELLULAR DATA DETAILS (2/2)

Number of entities served
= number of branch
buildings (or the
'bookmobile' branch) to
receive this service

Best practice: check Yes
for the question about
installation/activation in
case your library starts a
new service with setup
fees.

Number of entities served? *

1

Are you also seeking Installation, Activation and Initial Configuration for this service? *

☒ Yes

☐ No

Please select the RFP(s) that apply to this service request. *

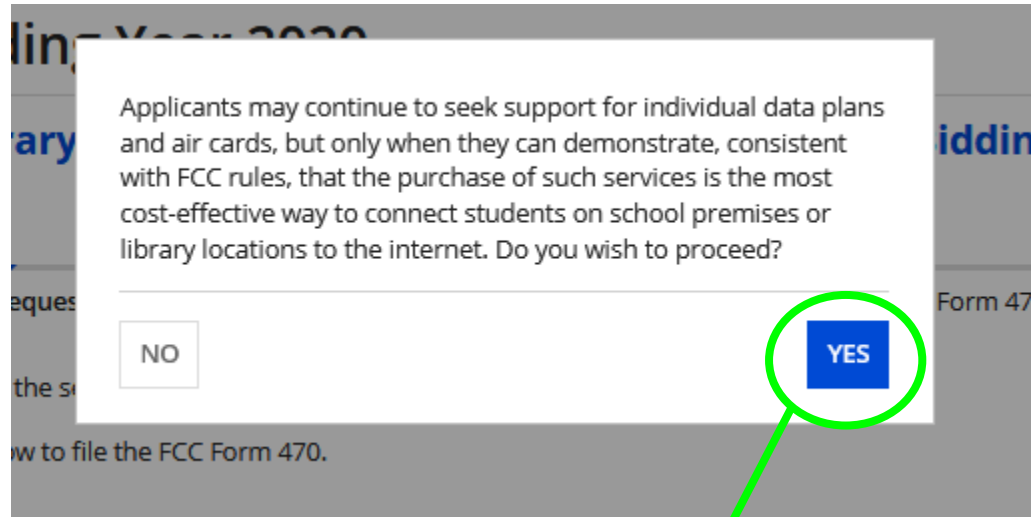
☒ Template bookmobile data RFP FY2020 hotspot device only

If you request cellular data, you have
to upload an RFP and apply it to this
service request!

Click Add button to complete
request and return to main
Service Request page.

ADD

CELLULAR DATA DETAILS – YES TO PROCEED



The image shows a screenshot of a web form with a white confirmation dialog box in the center. The dialog box contains the following text: "Applicants may continue to seek support for individual data plans and air cards, but only when they can demonstrate, consistent with FCC rules, that the purchase of such services is the most cost-effective way to connect students on school premises or library locations to the internet. Do you wish to proceed?". Below the text are two buttons: a white "NO" button on the left and a blue "YES" button on the right. The "YES" button is circled in green, and a green line points from this circle down to a green text box at the bottom of the slide. The background of the form is grey and partially obscured by the dialog box. Some text from the background is visible, including "ling Year 2020", "ary", "eques", "the s", "ow to file the FCC Form 470.", "idding", and "Form 470".

Applicants may continue to seek support for individual data plans and air cards, but only when they can demonstrate, consistent with FCC rules, that the purchase of such services is the most cost-effective way to connect students on school premises or library locations to the internet. Do you wish to proceed?

For Cellular Data Plan/Air Card Service requests, you must say yes to this reminder. Most library or school locations don't receive discounts on internet provided over cellular data because it's usually not a cost-effective solution for fixed locations.

BOOKMOBILES ARE THE EXCEPTION!

NARRATIVE FOR CELLULAR DATA REQUESTS

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

For all service requests, the vendor must have a Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified. Generic bids for internet access (leased lit fiber or non-fiber) that do not include the service delivery address will be considered non-responsive and therefore disqualified.

SERVICE DELIVERY ADDRESSES

Pioneer County Public Library has 3 eligible entities: The Main Library located at 100 Main Street, Boonesburg, KY 41700; Loganville Branch Library located at 300 Tulip Poplar Lane, Loganville, KY 41800; and the library bookmobile which operates from the main library location.

QTY 1 CIRCUIT FOR MAIN LIBRARY, LEASED LIT FIBER BUNDLED WITH INTERNET ACCESS. The main library currently has 100x100 Mbps fiber internet; desired speed is 1 gigabit. Please quote all download speeds between 100 Mbps and 1 gigabit over a fiber circuit available for this location, fees for 5 static IP addresses, and estimated taxes and other surcharges. Preferred service start date is July 1, 2020.

QTY 1 CIRCUIT FOR LOGANVILLE BRANCH LIBRARY, INTERNET ACCESS BUNDLED WITH TRANSPORT (FIBER OR NON-FIBER). The Loganville branch currently has 25x3 Mbps cable internet; desired speed is 200 Mbps fiber internet. Please quote all download speeds between 25 Mbps and 200 Mbps with circuit (fiber or non-fiber) available for this location, fees for 5 static IP addresses, and estimated taxes and other surcharges. Preferred service start date is July 1, 2020.

QTY 1 HOTSPOT FOR BOOKMOBILE, CELLULAR DATA PLAN/AIR CARD SERVICE. Please see RFP document for details of this request. Preferred service start date is July 1, 2020.

The RFP for Cellular Data Plan/Air Card Service must include details about the service, but basic information can be included in the narrative field. When using an RFP for any type of service request, it's always good to add a note in the narrative field to “see the RFP for details”.

FOR ROUTER LEASE FROM INTERNET SERVICE PROVIDER CATEGORY TWO SERVICE TYPE: INTERNAL CONNECTIONS; FUNCTION: ROUTER

Service Requests: Category Two

There are currently no Category Two service requests. Please enter the service requests below by selecting 'Add New Service Request'

ADD NEW SERVICE REQUEST

EDIT SERVICE REQUEST

REMOVE SERVICE REQUEST

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

If your library's monthly internet bill includes a separate fee for a router, your library likely needs to bid for Category Two to receive discounts on those fees. Sometimes router charges can qualify as Category One, but only in very limited circumstances outlined on USAC's [On-Premise Category One Equipment page](#) & Q9 of [FAQs: Eligible Fiber Services](#)

[Return to Examples – Color Coding](#)

CATEGORY TWO SERVICE TYPE: INTERNAL CONNECTIONS; FUNCTION: ROUTER

Add New Service Request

Service Type *

- ☒ Internal Connections
- ☐ Basic Maintenance of Internal Connections
- ☐ Managed Internal Broadband Services

Function *

Please select a value

Please select a value

- Cabling
- Caching
- Firewall Service and Components
- Racks
- Router**
- Switches
- UPS/Battery Backup
- WAP
- Wireless Controller
- Antennas, Connectors, and

For Category Two requests, you must select the Service Type first. 'Internal Connections' include pieces of internal networking equipment such as routers.

From the drop-down menu for Function, select 'Router'.

More fields will appear automatically once a Function is selected.

ADD

CATEGORY TWO SERVICE TYPE: INTERNAL CONNECTIONS; FUNCTION: ROUTER

Add New Service Request

Service Type *

- ☒ Internal Connections
☐ Basic Maintenance of Internal Connections
☐ Managed Internal Bro

Function *

Router

Quantity *

2

Unit

Each

Quantity is the number of routers requested (can be for lease or purchase)

Enter 'No Preference' for Manufacturer (meaning brand of router).

Manufacturer

No Preference

Are you also seeking Installation, Activation and Initial Configuration for this service? *

- ☒ Yes
☐ No

Answer 'Yes' for installation/activation.

Please select the RFP(s) that apply to this service request.

☐ Template bookmobile data RFP FY2020 hotspot device only

Don't check the RFP. In this example, the RFP is solely for hotspot service.

CANCEL

ADD

Click Add button to complete request and return to main Service Request page.

NARRATIVE FOR ROUTER REQUEST

In the narrative, indicate that the router service requests are related to the internet service requests under Category One. For more information on narratives, see the [Form 470: Crafting a Narrative](#) section.

Narrative

If you would like to provide further detail about the services sought, you may do so in this box below. Examples of such further detail include specific additional capacity levels that you are seeking, additional descriptions of the services bidders should be aware of or any disqualification factors.

For all service requests, the vendor must have a Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified. Generic bids that do not include the service delivery address will be considered non-responsive and therefore disqualified.

SERVICE DELIVERY ADDRESSES

Pioneer County Public Library has 3 eligible entities: The Main Library located at 100 Main Street, Boonesburg, KY 41700; Loganville Branch Library located at 300 Tulip Poplar Lane, Loganville, KY 41800; and the library bookmobile which operates from the main library location.

QTY 1 ROUTER FOR MAIN LIBRARY. This Category Two service request is included to ensure that potential router fees for internet service are E-rate eligible under the correct Category of Service. Please see the Category One service requests more information.

QTY 1 ROUTER FOR LOGANVILLE BRANCH LIBRARY. This Category Two service request is included to ensure that potential router fees for internet service are E-rate eligible under the correct Category of Service. Please see the Category One service requests more information.

BACK

DISCARD FORM

Save & Continue will take you to the next part of the form, [“Technical Contact Information”](#).

VIEW & SHARE

SAVE & CONTINUE

FORM 470: CRAFTING A NARRATIVE

[Return to Presentation
Contents](#)

NARRATIVE – ADVANTAGES

- The narrative field is your opportunity to explain your library's current situation and future needs. You can receive more accurate bids and anticipate questions vendors may have.
- A detailed narrative field also helps KDLA's Technology Consultant when reviewing draft PDF versions of your form. If your narrative description doesn't match the service requests listed, she can help you fix those issues.

WHAT TO INCLUDE IN THE NARRATIVE (1/2)

- NOT an exhaustive list:
 - **Contract dates** – When does your library need this service to start? Most libraries request services that start on July 1st (first date for service in the funding year). Definitely include a date if your library's current contract ends mid-year.
 - **Internet speeds and static IP addresses** – What are the minimum download and upload speeds you're seeking? Do you need static IP addresses, too?
 - **Internet access and/or transport?** – You may need to mention that your library is seeking internet access & transport bundled together – see the [USAC Form 470 Category One reference table](#).
 - **Addresses** – Including addresses makes it easier for service providers to determine whether they can provide the requested service at those locations. Also, make sure to mention if a branch will move (temporarily or permanently) during the funding year due to construction.

WHAT TO INCLUDE IN THE NARRATIVE (2/2)

- NOT an exhaustive list (continued):
 - **Bidding** – Are there requirements for the formatting of bids or the method for submitting bids? Examples: separating costs by line item; bids to be submitted by email only; sealed bids to be delivered by mail or in person by a certain date/time
 - **Compatible equipment** – If you're requesting Category Two products/services, must the proposed equipment be compatible with other library-owned equipment? What features/specs are most important?
 - **Disqualification factors** – Does the service provider have a Service Provider Identification Number (SPIN/Form 498 ID)?
 - Disqualification factors must be clearly listed on the Form 470 (and/or in RFP document) & must be binary (Yes or No answers)
 - The narrative field is limited to 5,000 characters. If you need more space to describe your needs, considering uploading an RFP document.

EXAMPLE NARRATIVE – CAT1

GENERAL INFORMATION ABOUT THE LIBRARY AND BIDDING

For all service requests, the vendor must have a Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified. Generic bids for internet access (leased lit fiber or non-fiber) that do not include the service delivery address will be considered non-responsive and therefore disqualified.

SERVICE DELIVERY ADDRESSES

Pioneer County Public Library has 3 eligible entities: The Main Library located at 100 Main Street, Boonesburg, KY 41700; Loganville Branch Library located at 300 Tulip Poplar Lane, Loganville, KY 41800; and the library bookmobile which operates from the main library location.

INTERNET SERVICE REQUESTS FOR BRANCH BUILDINGS

QTY 1 CIRCUIT FOR MAIN LIBRARY, LEASED LIT FIBER BUNDLED WITH INTERNET ACCESS. The main library currently has 100x100 Mbps fiber internet; desired speed is 1 gigabit. Please quote all download speeds between 100 Mbps and 1 gigabit over a fiber circuit available for this location, fees for 5 static IP addresses, and estimated taxes and other surcharges. Preferred service start date is July 1, 2020.

QTY 1 CIRCUIT FOR LOGANVILLE BRANCH LIBRARY, INTERNET ACCESS BUNDLED WITH TRANSPORT (FIBER OR NON-FIBER). The Loganville branch currently has 25x3 Mbps cable internet; desired speed is 200 Mbps fiber internet. Please quote all download speeds between 25 Mbps and 200 Mbps with circuit (fiber or non-fiber) available for this location, fees for 5 static IP addresses, and estimated taxes and other surcharges. Preferred service start date is July 1, 2020.

BOOKMOBILE HOTSPOT SERVICE REQUEST

QTY 1 HOTSPOT FOR BOOKMOBILE, CELLULAR DATA PLAN/AIR CARD SERVICE. Please see RFP document for details of this request. Preferred service start date is July 1, 2020.

PHONE SERVICE REQUEST (NOT ELIGIBLE FOR E-RATE DISCOUNTS)

PHONE SERVICE FOR MAIN BRANCH AND LOGANVILLE BRANCH (NOT ELIGIBLE FOR E-RATE DISCOUNTS). The library system currently has 14 analog phone lines for local/long distance; 10 lines at the main library and 4 at the Loganville Branch. Please provide bids for phone service for both locations.

EXAMPLE NARRATIVE – CAT2

GENERAL INFORMATION ABOUT THE LIBRARY AND BIDDING

For all service requests, the vendor must have a Service Provider Identification Number (SPIN/Form 498 ID) or the bid will be disqualified. Generic bids that do not include the service delivery address will be considered non-responsive and therefore disqualified.

SERVICE DELIVERY ADDRESSES

Pioneer County Public Library has 3 eligible entities: The Main Library located at 100 Main Street, Boonesburg, KY 41700; Loganville Branch Library located at 300 Tulip Poplar Lane, Loganville, KY 41800; and the library bookmobile which operates from the main library location.

ROUTER SERVICE REQUESTS

QTY 1 ROUTER FOR MAIN LIBRARY. This Category Two service request is included to ensure that potential router fees for internet service are E-rate eligible under the correct Category of Service. Please see the Category One service requests more information.

QTY 1 ROUTER FOR LOGANVILLE BRANCH LIBRARY. This Category Two service request is included to ensure that potential router fees for internet service are E-rate eligible under the correct Category of Service. Please see the Category One service requests more information.

FORM 470: TECH CONTACT & STATE/LOCAL PROCUREMENT

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TECHNICAL CONTACT PERSON

Basic Information Service Requests **Technical Contact Information** Procurement Information

Next, please name the person on your staff or project who can provide additional technical details or answer specific questions you are seeking.

Technical Contact Person

Is there a person who can provide additional technical details or answer specific questions from service providers about the services you are seeking?

YES ✓ NO

How would you like to enter the technical contact details?

SEARCH EPC SYSTEM **ENTER DETAILS MANUALLY ✓**

First Name *
Charlie

Last Name *
Dickens

Title
IT Coordinator

Phone Number *
555-555-5555

Phone Number Extension
55

Email *
dickensianIT@mailinator.com

Re-enter Email *
dickensianIT@mailinator.com

SAVE & SHARE **SAVE & CONTINUE**

WARNING: Absolutely do not list someone as a Technical Contact if that person is potentially a vendor that will respond to the Form 470!!!

If needed, add a Technical Contact who can best answer specific questions about your library's internet connection and needs. When you select 'Yes', you must choose to search for an EPC user associated with your library or manually enter a contact.

STATE OR LOCAL PROCUREMENT REQUIREMENTS

Basic Information

Service Requests

Technical Contact
Information

Procurement
Information

FCC Form 470 Review

Certifications &
Signature

Next, you will enter all information regarding state and local procurement rules.

State or Local Procurement Requirements

Are there state or local procurement/competitive bidding requirements that apply to the procurement of services sought?

YES ✓

NO

Reminder: Your library must receive sealed competitive bids to be opened at a specified date/time & location for procurement over \$30,000 with a single vendor within a fiscal year. The details of the sealed bidding process must be included in the 470 and/or in an accompanying RFP document.

If applicable, provide a description of the requirements you or on other bidding procedures.

FOR LIBRARIES THAT ADOPTED THE MODEL PROCUREMENT CODE: The Kentucky Model Procurement Code (Kentucky Revised Statutes 45A.345-.460) requires bids for contracts and purchases over \$30,000. See <https://legislature.ky.gov/Law/Statutes/Pages/default.aspx> for more information.

FOR LIBRARIES THAT DIDN'T ADOPT THE MODEL PROCUREMENT CODE: Kentucky Revised Statute 424.260(1) requires bids for contracts and purchases over \$30,000. See <https://legislature.ky.gov/Law/Statutes/Pages/default.aspx> for more information.

Click on Review FCC Form 470 to start generating a draft PDF copy of the form—suitable for sharing with the KDLA Technology Consultant!

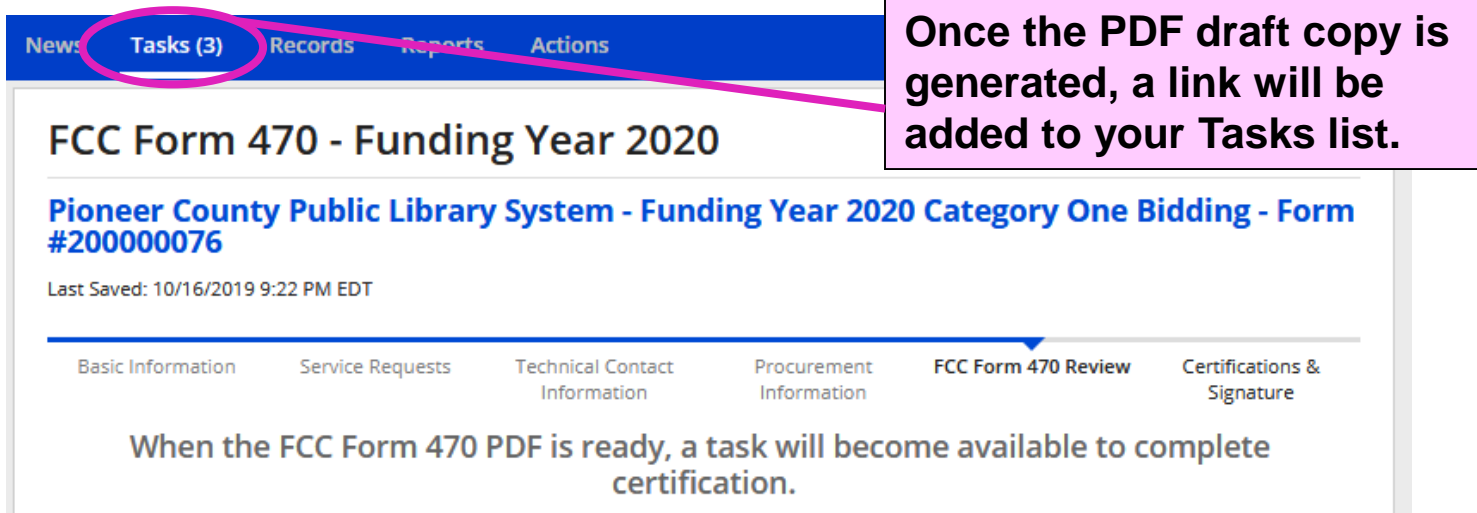
SAVE & SHARE

REVIEW FCC FORM 470

FORM 470: REVIEW & CERTIFICATION

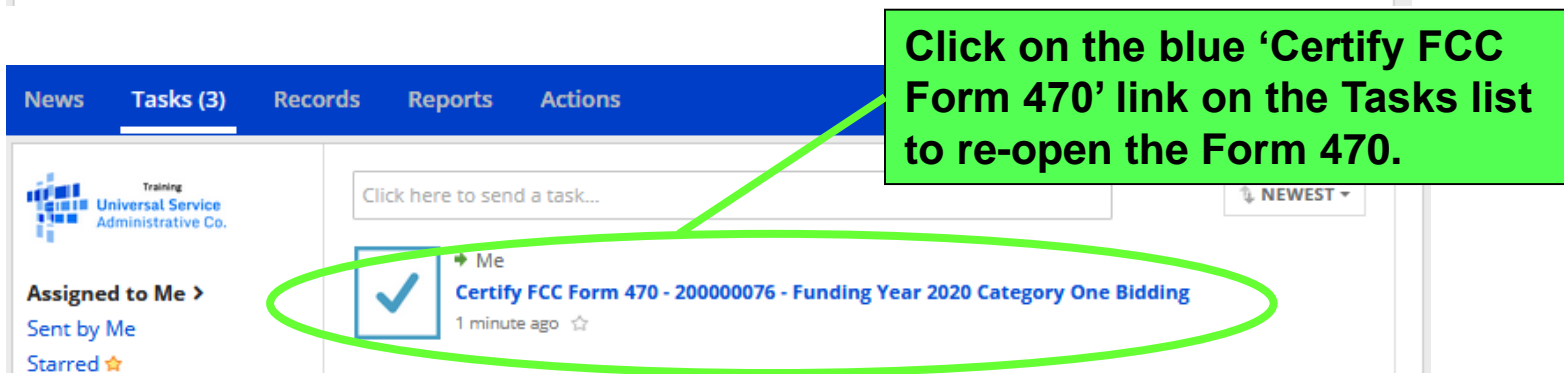
[Return to Presentation
Contents](#)

REVIEW YOUR FORM 470



The screenshot shows the top navigation bar with 'News', 'Tasks (3)', 'Records', 'Reports', and 'Actions'. The 'Tasks (3)' tab is circled in pink. Below the navigation bar, the page title is 'FCC Form 470 - Funding Year 2020'. The subtitle is 'Pioneer County Public Library System - Funding Year 2020 Category One Bidding - Form #200000076'. Below the subtitle, it says 'Last Saved: 10/16/2019 9:22 PM EDT'. A horizontal progress bar shows several steps: 'Basic Information', 'Service Requests', 'Technical Contact Information', 'Procurement Information', 'FCC Form 470 Review' (which is the active step), and 'Certifications & Signature'. Below the progress bar, a message states: 'When the FCC Form 470 PDF is ready, a task will become available to complete certification.'


Once the PDF draft copy is generated, a link will be added to your Tasks list.



The screenshot shows the 'Tasks (3)' tab selected in the navigation bar. On the left, there is a sidebar with 'Assigned to Me >', 'Sent by Me', and 'Starred ★'. The main area shows a task list with a search bar 'Click here to send a task...' and a 'NEWEST' dropdown. A task is listed: 'Certify FCC Form 470 - 200000076 - Funding Year 2020 Category One Bidding', assigned to 'Me' and created '1 minute ago'. A green oval highlights this task, and a green callout box points to it with the text: 'Click on the blue 'Certify FCC Form 470' link on the Tasks list to re-open the Form 470.'

Click on the blue 'Certify FCC Form 470' link on the Tasks list to re-open the Form 470.

DOWNLOAD DRAFT PDF COPY

 SAVE DRAFT

FCC Form 470 - Funding Year 2020

**Pioneer County Public Library System - Funding
#200000076**

Last Saved: 10/16/2019 9:22 PM EDT

Basic Information

Service Requests

Technical Contact
Information

Click on the blue Download Document Link. This will open another browser tab where you can choose to open or save the PDF.

Please download and carefully review this FCC Form 470 before certifying.

Download Document Link

[USAC_FCC_FORM_470_APPLICATION_200000076_DRAFT](#)

☐ By checking this box, I certify that the information in the PDF document above is correct.


BACK

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

EMAIL THE DRAFT TO KDLA

DRAFT



Universal Service
Administrative Co.

FCC Form 470 – Funding Year 2020
 Form 470 Application Number: 200000076
 Funding Year 2020 Category One Bidding

Billed Entity
 Pioneer County Public Library System
 100 Main Street
 Boonesburg, KY 41700
 111-222-3333
 library.system10.user1@mailinator.com

Contact Information
 Lauren Abner
 library.system10.user1@mailinator.com
 502-564-1728

Billed Entity Number: 208
 FCC Registration Number: 0123456789

Application Type
 Applicant Type: Library System
 Recipients of Services: Bookmobile; Main Branch; Public Library; Public Library System

Number of Eligible Entities: 3

Consulting Firms

| Name | Consultant Registration Number | Phone Number | Email |
|------|--------------------------------|--------------|-------|
| | | | |

Consultants

| Name | Phone Number | Email |
|------|--------------|-------|
| | | |

RFPs

| Id | Name |
|--------|---|
| 328266 | Template bookmobile data RFP FY2020 hotspot device only |

Category One Service Requests

| Service Type | Function | Function Other Description | Minimum Capacity | Maximum Capacity | Exhibit | Quantity | Unit | Installation and Initial Configuration? | Associated RFPs |
|--|--|----------------------------|------------------|------------------|---------|----------|------|---|-----------------|
| Data Transmission and/or Internet Access | Lowest Latency (with or without Internet Access) | | 100 Mbps | 1 Gbps | 1 | 1 | | Cloud | Yes |
| Data Transmission and/or Internet Access | Lowest Latency (with or without Internet Access) | | 20 Mbps | 200 Mbps | 1 | 1 | | Cloud | Yes |
| Data Transmission and/or Internet Access | Internet Access and Transport (Fixed) | | 20 Mbps | 200 Mbps | 1 | 1 | | Cloud | Yes |
| Data Transmission and/or Internet Access | On-Demand Data Transfer (Fixed) | | 1 Mbps | 10 Mbps | 1 | 1 | | Local | Yes |

Description of Other Functions:

| Id | Name |
|----|------|
| | |

Narrative

| |
|--|
| |
|--|

Draft 470s and RFP documents can be emailed to lauren.abner@ky.gov for review.

You don't need to save the draft copy for your records; you'll be able to download the final, certified copy later.

DRAFT

CONTINUE TO CERTIFICATION

 SAVE DRAFT

FCC Form 470 - Funding Year 2020

Pioneer County Public Library System - Funding Year 2020 Category One Bidding - Form #200000076

Last Saved: 10/16/2019 9:22 PM EDT

Basic Information

Service Requests

Techn

Please download and carefully review this FCC Form 470 be

Download Document Link

[USAC_FCC_FORM_470_APPLICATION_200000076_DRAFT](#)



By checking this box, I certify that the information in the PDF document above is correct.


BACK

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

After the draft copy has been reviewed, check this box and click on the blue Continue to Certification button. If you want to send the form to another full-rights EPC user in your library system for certification, select Send for Certification.

YES TO PROCEED

 SAVE DRAFT

FCC Form 470 - Full Bidder

Pioneer County Public Utilities
#200000076

Last Saved: 10/16/2019 9:22 PM EDT

This function will send you directly to certification for your FCC Form 470. Do you wish to proceed?

One Bidding - Form

Basic Information Service Requests Technical Contact Information Procurement Information **FCC Form 470 Review** Certifications & Signature

Please download the PDF document above and review it carefully.

Download Document
USAC_FCC_F0

☒ By checking this box, I certify that the information in the PDF document above is correct.

Confirm that you want to proceed directly to certification.

CHECK CERTIFICATIONS

[SAVE DRAFT](#)

Certify FCC Form 470

Pioneer County Public Library System
#200000076

Last Saved: 10/16/2019 9:22 PM EDT

Basic Information Service Requests Technical Information

Please complete the certifications below.

Applicant Certifications

- ☒ I certify that the applicant includes libraries or library consortia that are not for-profit businesses as defined by the E-rate program (i.e., elementary and secondary schools, colleges, and universities).

Other Certifications

- ☒ I certify that this FCC Form 470 and any applicable RFP will be available for review by potential bidders for at least 28 days before considering all bids received and selecting a service provider. I certify that all bids submitted will be carefully considered and the bid selected will be for the most cost-effective service or equipment offering, with price being the primary factor, and will be the most cost-effective means of meeting educational needs and technology goals.

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554. We also will accept your comments via the email if you send them to PRA@FCC.gov. Do not send comments to these addresses.

[BACK](#) [CERTIFY](#)

You must agree to all of the certifications to post the Form 470. The certifications confirm that your library is eligible and will follow all E-rate program rules and laws regarding competitive bidding.

Scroll for Certify button

for, receipt of, or delivery of services receiving schools and libraries discounts. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

☒ I certify that I have reviewed all applicable FCC, state, and local procurement rules and regulations. I acknowledge that persons willfully making false statements on this form may be punished by fine or forfeiture, under the Communications Act of 1934, 47 U.S.C. § 1001.

☒ I acknowledge that FCC rules provide that persons who have been convicted of a crime involving fraud or dishonesty, or who have been subject to suspension and debarment from the program.

☒ I certify that the services the applicant purchases at discounts provided for money or any other thing of value, except as permitted by the Communications Act of 1934, 47 U.S.C. § 1001, are not sold, resold or transferred in consideration of anything of value, other than services and equipment sought by the applicant.

☒ I acknowledge that support under this support mechanism is conditional on the applicant providing training, software, internal connections, maintenance, and electrical capacity. I certify that I have considered what financial resources should be available to the applicant on behalf of the eligible entity(ies) listed on this form, that I understand the applicant's financial needs, and I believe, all statements of fact contained herein are true.

NOTICE

In accordance with Section 54.503 of the Federal Communications Commission's ("Commission") rules, certain schools and libraries ordering services that are eligible for and seeking universal service discounts must file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.503. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended, 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.503. Schools and libraries must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and the public is not to be burdened by, a collection of information that is not authorized by statute. The FCC is authorized under the Communications Act of 1934, as amended, 47 U.S.C. § 254, to collect information for the purpose of implementing the competitive bidding requirements applicable to schools and libraries. In certain cases, the information you provide in this form may be disclosed to the public. If you are a party of a proceeding before the Commission, the information you provide is consistent with the Communications Act of 1934, FCC regulations, the Freedom of Information Act, and the Privacy Act of 1974.

If you owe a past due debt to the federal government, you must provide the information required by this form to receive a refund of your salary, IRS tax refund, or other Federal agencies and/or your records when authorized.

If you do not provide the information we request, we may not be able to process your request for service discounts.

The foregoing Notice is required by the Paperwork Reduction Project of the Federal Communications Commission. The public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554. We also will accept your comments via the email if you send them to PRA@FCC.gov. DO NOT SEND COMPLETED WORKSHEETS TO THESE ADDRESSES.

BACK TO MY LANDING PAGE

News **Tasks (2)** Records Reports Actions

Appian

Training
Universal Service
Administrative Co.

Click here to send a task...

NEWEST ▾

No tasks available

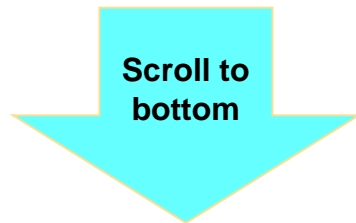
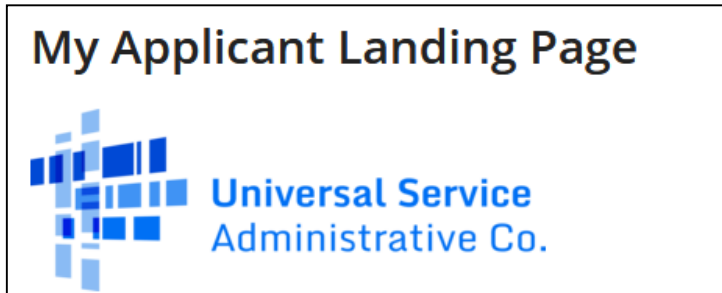
Assigned to Me >
Sent by Me
Starred ☆

STATUS
Open ✕

DEADLINE
Overdue
Today
Within 7 days

After you certify, you'll see the Tasks list again. You likely won't have any additional tasks. Click on the USAC logo to return to My Applicant Landing Page.

VIEW YOUR CERTIFIED FORM



Your in-process and certified Forms 470 are listed at the bottom of My Applicant Landing Page. Form Type drop-down: select FCC Form 470. Funding Year drop-down: select 2020. In the far left column, click on the nickname to view the form.

▼ FCC Forms and Post-Commitment Requests

☒ FCC Forms

☐ Post-Commitment Requests

Form Type

Funding Year

Status ☐ All

☐ Incomplete

☒ Certified

| Nickname | Application Number | Funding Year | Status |
|--|--------------------|--------------|-----------|
| Funding Year 2020 Category One Bidding | 200000076 | 2020 | Certified |

PRINT YOUR FORM 470

The screenshot shows the Appian interface for 'Records / FCC Forms 470'. The main heading is 'Funding Year 2020 Category One Bidding - #200000076'. Below this, there are tabs: 'Summary', 'Generated Documents' (highlighted with a green box), 'News', and 'Related Actions'. A green callout box points to the 'Generated Documents' tab with the text: 'After following the link to your Form 470 from My Applicant Landing Page, click on the Generated Documents tab near the top of the page.' Below the tabs, there is a section titled 'Generated FCC Forms 470'. Under this section, there is a link labeled 'Original Version' (highlighted with an orange box). A yellow callout box points to the 'Original Version' link with the text: 'The Original Version link opens a PDF copy of the form as it appeared when you certified it. If you have to upload an addendum to RFP documents (like answers to vendor questions), then you'll also see a Current Version link on this page.'

News Tasks (2) **Records** Reports Actions

Records / FCC Forms 470

Funding Year 2020 Category One Bidding - #200000076

Summary **Generated Documents** News Related Actions

Generated FCC Forms 470

FCC Form 470 Version

Original Version

After following the link to your Form 470 from My Applicant Landing Page, click on the Generated Documents tab near the top of the page.

The Original Version link opens a PDF copy of the form as it appeared when you certified it. If you have to upload an addendum to RFP documents (like answers to vendor questions), then you'll also see a Current Version link on this page.

ALLOWABLE CONTRACT DATE & BID EVALUATIONS

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ALLOWABLE CONTRACT DATE

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Funding Year 2020 Category One Bidding - #200000076



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Please note: The following fields pull the most current data from the Contact Name, and Contact Phone Number. If you would like to review please navigate to the Generated Documents related dashboard or

▼ Application Information

Nickname Funding Year 2020 Category One Bidding

Application Number 200000076

Funding Year 2020

Status Certified

Allowable Contract Date 11/13/2019

The Summary page for your form will include an Allowable Contract Date (ACD), which is 28 calendar days after the form was certified. **Keep in mind that your actual ACD may be later depending on what you specified in RFPs.**

Last Modified Date 10/16/2019 9:56 PM EDT

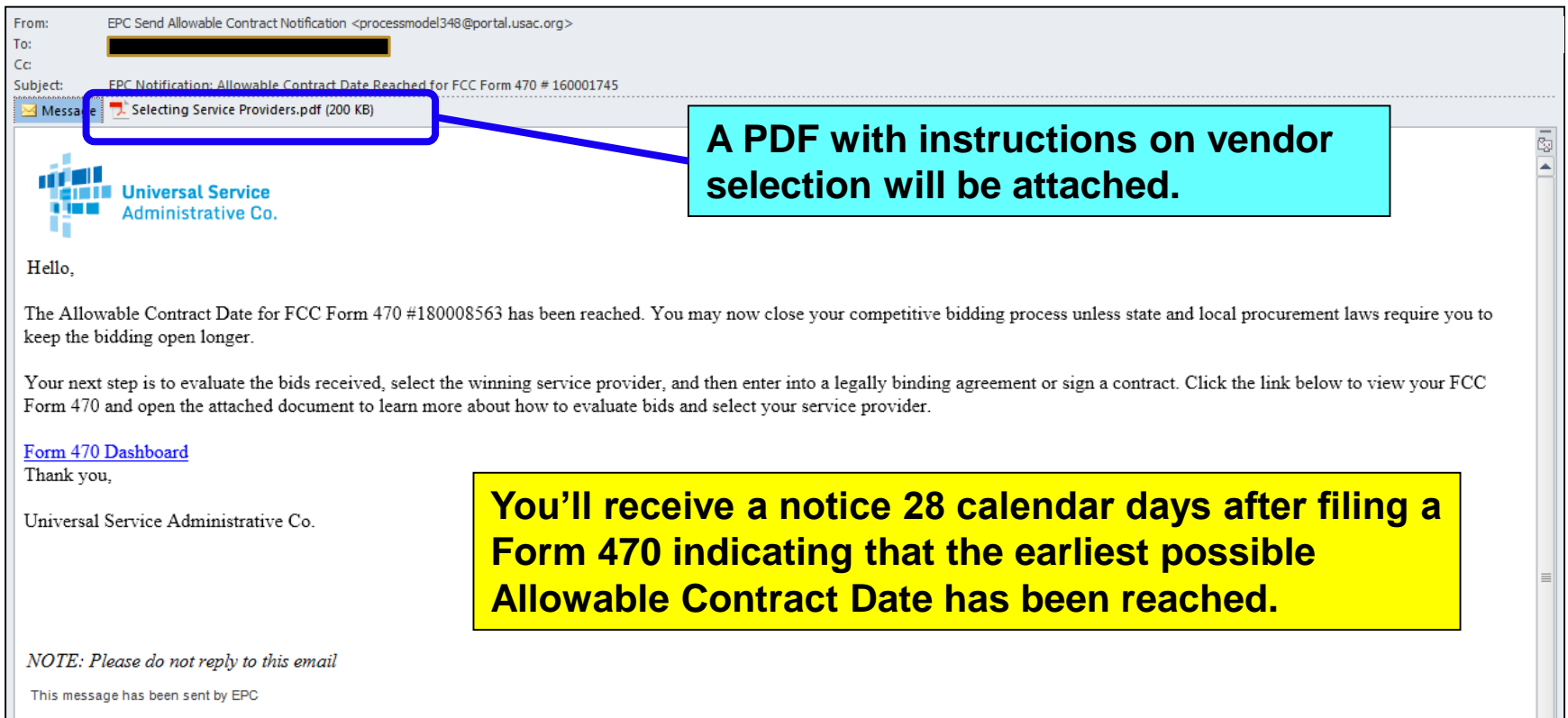
Last Modified By Lauren Abner

▼ Billed Entity Information

Name Pioneer County Public Library System

Billed Entity Number 208
(BEN)

USAC EMAIL FOR ALLOWABLE CONTRACT DATE



BID EVALUATIONS (1/2)

Don't make any decisions or sign contracts until your Allowable Contract Date (ACD) has passed

- Unless your narrative or RFP specified a due date, you may continue collecting bids after 28 calendar days
- If you received only 1 bid, then you should email yourself to memorialize this fact.
- If you contact vendors to request cost proposals after you file your Form 470 – **do not give those vendors additional information not listed in the narrative or RFP.**

BID EVALUATIONS (2/2)

Must evaluate all valid bids using E-rate eligible cost as the primary factor

- You should reply to requests for additional information needed to create a responsive bid. Be careful about changing the scope of your requests (ex: adding new locations for service)—that could force you to restart competitive bidding for another 28 days.
- Spam – generic email asking you to call or email to request a quote – is not considered a responsive bid and you don't have to reply.
- You may disqualify certain bids if you stated those disqualification factors on the Form 470.
- You may consider relevant State Master Contracts as bids – while public libraries may purchase internet services from the KIH3 contract, they are NOT eligible to purchase off the KETS network equipment contracts for Kentucky schools.

Sample Bid Evaluation Matrix

Hover over each paragraph on the right to see the area of the bid evaluation matrix with which it corresponds.

| FACTOR | POINTS AVAILABLE | VENDOR 1 | VENDOR 2 | VENDOR 3 |
|--|------------------|-----------|-----------|-----------|
| Price of the eligible products and services | 30* | 15 | 30 | 25 |
| Prior experience with the vendor | 20 | 20 | 0 | 20 |
| Prices for ineligible services, products, and fees | 25 | 20 | 15 | 25 |
| Flexible invoicing: FCC Form 472 or FCC Form 474 | 15 | 0 | 15 | 15 |
| Local or in-state vendor | 10 | 10 | 8 | 7 |
| TOTAL | 100 | 65 | 68 | 92 |

*This number must be higher than all other numbers in the same column.

List of Disqualified Bidders:

Vendor 1

Reason for disqualification: All interested bidders received two weeks' notice of a required pre-bid conference. Vendor 1 did not attend this conference and did not provide a reason for their absence.

Important things to note about this sample:

The price of the eligible products and services must be the most heavily weighted factor. This means that it must have the highest number of "Points Available."

Vendors are rated on how well they meet each factor. Point values for all factors are totaled for each vendor.

In this sample, Vendor 3, with a total of **92** points, is the winning bid because that vendor has the highest total points.

If a bidder is disqualified, the reason for disqualification should be noted for that vendor (see the "List of Disqualified Bidders" below the matrix).

For more information on constructing a bid evaluation, visit the USAC website at: <http://usac.org/sl/applicants/step02/default.aspx>

http://www.usac.org/_res/documents/sl/pdf/samples/Bid-Evaluation-Matrix.pdf

SAMPLE BID MATRIX – E-RATE CENTRAL

- E-rate Central, an E-rate consulting firm, has a sample bid evaluation matrix: <http://e-ratecentral.com/applicationTips/bidAssessment/CompetitiveBidResponseDocumentation.asp>
- KDLA neither recommends nor discourages applicants to use this particular bid matrix, but it does provide an example of how to track incoming bids and organize bid evaluations for several products/services by using multiple tabs on an Excel spreadsheet. Applicants have to modify the spreadsheet to reflect the factors important to their situation.

DOCUMENT RETENTION – SAVE IT ALL!

- Save **everything** related to E-rate filing. The document retention period is **10 years from the last date for service in the funding year.**
 - FCC Forms
 - Any correspondence from USAC or the FCC.
 - Copies of all responsive bids (not just the winning bid)
 - Contracts or agreements with service providers
 - Copies of bid evaluation form/decision process for choosing winning bid
 - Invoices and proof of delivery, service, etc.

LOOKING AHEAD – THE FORM 471

- The Form 471 for Funding Year 2020 will likely be released around January 10, 2020 (TBA).
- Prior to filing the Form 471, you must complete the competitive bidding process and sign a contract or make a legally-binding agreement with the vendor chosen through the bidding process.
- KDLA will provide updated Form 471 training in January 2020 – dates TBA.

WRAP-UP

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RESOURCES

KDLA's E-rate page

- <https://kdla.ky.gov/librarians/programs/e-rate/Pages/default.aspx>

USAC Schools & Libraries homepage

- www.usac.org/sl

USAC Client Service Bureau

- 1-888-203-8100 or through your [E-rate Productivity Center](#) account

E-rate Central

- <https://e-ratecentral.com/>

SIGN UP FOR KYTECH LISTSERV®

For Library Technology Support Staff:

- KYTECH is a monitored discussion list devoted to those who work with technology for their library. By using this LISTSERV®, individuals from around the state will have the chance to ask questions, share ideas, voice concerns, and make valuable contacts all through their e-mail.
- TO SUBSCRIBE: Send a blank message to: join-kytech@listserv.ky.gov

**E-rate updates and reminders are posted to
KYTECH.**



For E-rate questions or for assistance with filing forms, please contact KDLA.

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(502) 564-1728

Please complete KDLA's survey:

<https://www.surveymonkey.com/r/ErateForm470CatOneFY2020>



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